



RENAISSANCE UK LTD

TRUSTEE RECRUITMENT PACK



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WHO IS RENAISSANCE UK LTD

Thank you for your interest in applying to be a Trustee with us. Renaissance UK Ltd is a North West based charity, currently operating across Lancashire, Blackpool and Blackburn with Darwen. We specialise in community focused substance use and sexual health harm reduction services.

Founded in 1986, we started as a drugs helpline in Lancashire with funding from NCH Action for Children. Over the years we have expanded and restructured, responding to the needs of our beneficiaries.

Currently we work across three local authorities delivering harm reduction, assertive outreach, specialist support and moving forward opportunities such as volunteering and training. All strands of our work support a sexual health or substance use local need.

Our Vision

Renaissance UK Ltd is a dynamic and innovative service offering quality, community focused sexual health and substance use services. We specialise in supporting individuals to reduce harm, we offer specialist support, and we aim to move people forward in their lives by means of empowerment.



Our Mission

Renaissance UK Ltd; A world with empowered individuals, building stronger and healthier communities and reducing the risk of harm.

WHAT IS A CHARITY TRUSTEE OR DIRECTOR

Being a trustee or director is the same as being a committee member, people just use different terminology. Some people will say they have a Board of Trustees while others will say they have a Management Committee or Council of Management. The roles and responsibilities of both are exactly the same. When a charity like Renaissance is both a charity and limited company a member of the Council of Management applies to be both a trustee and director and is responsible to the Charity Commission and Company's House.

For ease we will use the word Trustees to encompass the role of director.

Trustees are responsible for controlling a charity's management and administration; they are responsible for ensuring that a charity's income and property are used for the purposes set out in the charity's governing document (constitution) and for no other purpose. Trustees have a responsibility to act reasonably and prudently in all matters relating to the charity, and have a responsibility to act in the best interests of the charity.

Above all, trustees need to work together as a team to ensure their charity is run effectively and efficiently. As a body, the trustees should contain people who collectively have the skills and confidence that will enable the charity to confront and challenge any issues affecting it.

People who are disqualified from acting as trustees

When a new charity is formed and registers with the Charity Commission all the trustees are asked to sign a declaration that they are not disqualified from acting as trustees. Once registered the charity's trustees are expected to collectively ensure that the board does not appoint or contain any individuals disqualified from acting as a charity trustee. Charities must ensure that they or staff makes the necessary checks on prospective trustees, as it is a criminal offence for a disqualified person to act as a trustee.

A person is disqualified from acting as a trustee if they fall under any of the following provisions, detailed in the Charities Act 2011:

Including within the last 5 years, the trustee-

- Having previously been adjudged bankrupt, has been discharged, or
- Having previously made a composition or arrangement with, or granted a trust deed for, creditors, has been discharged in respect of it;
- The trustee is a corporation in liquidation;
- The trustee is incapable of acting because of mental disorder within the meaning of the Mental Health Act 1983.

WHAT IS A CHARITY TRUSTEE OR DIRECTOR

- In certain cases the Charity Commission has the power to grant a waiver and allow a person disqualified from trusteeship to accept a trustee post. They will only agree in those cases where the charity can clearly demonstrate that the waiver is in the best interest of the charity.

Conflict of Interest

All trustees must act, and be seen to act, in the best interest of the charity and not for their own private interest or gain. There may be situations where trustees own interests and the interest of the charity arise simultaneously or appear to clash.

The issue is not the integrity of the trustee concerned, but the charity's management of any potential overlap or conflict of interests. Not all conflicts of interest stand as a bar to service as a trustee, that will depend on the circumstances, including the size and nature of the benefit at issue. It will often be enough for a trustee to withdraw from discussions and decisions, which closely involve their interests, or simply to declare interests which are more general or indirect so that everyone is clearly aware of them.

It is vital that all charities have arrangements in place for spotting and dealing with potential conflicts of interest and ensure that their prospective and new trustees are aware of these arrangements. An open approach to potential conflicts of interest, which includes recognising, acknowledging and managing the issue in a transparent and efficient manner, can help to meet good practice guidelines and protect the reputation of the charity.

It is good practice to ensure that potential new trustees consider the question of possible conflicts of interest before there is commitment on either side. This is particularly important where personal interests may be significant enough to make it difficult for the individual concerned to make a full and rounded contribution to the committee's discussions and decisions.

Ensuring good management

Trustees are responsible for controlling a charities management and administration, they are responsible for ensuring that that a charity's income and property are used for the purpose set out in the charity's governing document (constitution) and for no other purpose. Trustees have a responsibility to act reasonably and prudently in all matters relating to the charity, and have a responsibility to act in the best interest of the charity.

WHAT IS A CHARITY TRUSTEE OR DIRECTOR

In order to avoid the most common difficulties that can arise in a charity, trustees should:

- Appreciate their responsibilities for the charity and its resources, and not treat their position as purely honorary
- Make themselves familiar with the charity's constitution, so that they are clear what it does and does not have the powers to do
- Spot any circumstances in which they need to get specialist advice, for example on legal or financial issues
- Not leave an individual trustee or staff member, or a small group, to run matters without sufficient accountability or control
- Never allow personal affairs and resources to become entangled with those of the charity, or otherwise fail to spot and manage potential conflicts of interest
- Manage the charity in the interest of the charity as a whole, not in their own, or those of a narrow interest group.

Code of practice for a Board of Trustees

As a charity which seeks to be effective and accountable, we will be clear and open about our work and conscious of our social responsibilities. In particular:

Effectiveness

- We will state our purpose clearly and keep it relevant to current conditions
- We will be explicit about the needs that we intend to meet and how this will be achieved
- We will manage and target resources effectively and do what we say we will do

Accountability

- We will evaluate the effectiveness of our work, tackle poor performance and respond to complaints fairly and promptly
- We will agree and set out for all those to whom we are accountable how we will fulfil these responsibilities

Standards

- We will be clear about the standards to which we will work

WHAT IS A CHARITY TRUSTEE OR DIRECTOR

Member of the Board of Trustees Data Security Clause

During or after your time as a Trustee with Renaissance UK Ltd, you must not disclose any trade secrets or any information of a confidential or sensitive nature about:

1. Renaissance UK Ltd
2. Any of our service users; or
3. Any of our employees.

There is an exception if you need to share this information as part of your trustee role or if you are made to by law. It is the responsibility of all Trustees to ensure data security. You will be responsible for the confidentiality, integrity and availability of all data which you have access to in the course of the Trustee role. You must adhere to our Data Protection Policy and associated policies, which will all be made available to you. Failure to adhere to these policies may result in termination of your Trustee position.

All Council of Management members have defined role descriptions which also detail person specification areas for general trustees and honorary post holders as chair, secretary and treasurer.

A member of the board of trustees will be expected to perform a number of tasks. These fall into two main groups: tasks to fulfil legal duties, and managerial tasks.

Tasks to fulfil legal duties

- To ensure that the charity pursues its objects as set out in the governing document.
- To have read and understood the constitution.
- To act at all times in the interests of the beneficiaries.
- To understand the legal responsibilities of the board of trustees.
- To make sure that the charity acts within the law: as an employer, in respect of equal opportunities, meeting health and safety requirements, as a charity and so on.
- To ensure that all money and assets are prudently managed and used in pursuit of the objects of the charity.

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- To make sure that money is spent for the purposes for which it was given.
- To ensure that the charity accounts for its activities to its funders, the Charity Commissioners, Company House, members, the local community and others as required.
- To work jointly with the other trustees.
- To ensure that the charity manages its affairs reasonably and properly.
- To work in the interests of the charity, and not for personal gain.
- To ensure that the board of trustees takes proper professional advice on matters in which it does not have competence.

Managerial tasks

Vision and direction

- To understand and be committed to the mission of the charity. To ensure that the charity pursues its mission.

Financial duties

- To read and understand the financial information about the charity and to ensure the finances are sound and properly managed.
- To ensure that resources are used efficiently and economically.

As an employer

- To ensure that the charity is a good employer of its paid and voluntary staff.
- Where paid staff are employed, to appoint the Chief Officer, and support where necessary with the appointment of other staff.
- To supervise and support the senior workers and ensure other staff and volunteers are properly supervised.

Evaluation

- To monitor and evaluate the work of the charity on a regular basis. This includes receiving reports from staff, senior staff supervision, receiving feedback from clients, users and consumers and so on.

Insurance

- To make sure that the charity is properly insured against all reasonable liabilities.

WHAT IS A CHARITY TRUSTEE OR DIRECTOR

Assets

- To make sure that any premises and equipment are properly looked after.
- To ensure that investments and cash balances are managed properly.

To be effective

- To work with the other members of the board to form an effective governing body for the charity.
- To attend meetings and to read papers in advance of meetings.
- To attend sub-committee meetings as appropriate.
- To participate in other tasks as arise from time to time, such as: interviewing new staff, attending events, helping with appeals and fundraising.
- To keep informed about the activities of the charity and wider issues, which affect its work.
- To ensure that the charity is effectively managed and gets its work done.

User involvement

- We will be open about our arrangements for involving users and stakeholders of the service.

Governance

- We will have a systematic and open process for making appointments to our management committee.
- We will set out the role and responsibilities of members of our management committee.

Voluntary action

- We will have clear arrangements for involving, training, supporting and managing volunteers.

Equality and fairness

- We will ensure that our policies and practices do not discriminate unfairly or lead to other forms of unfair treatment.

Staff management

- We will recruit staff openly, remunerate them fairly and be a good employer.

ROLE DESCRIPTION - CHAIR

In addition to the general responsibilities for all trustees, the chair also has some specific responsibilities:

1. Planning the annual cycle of trustee meetings.
2. Preparing agendas for trustee meetings, usually with the advice of the senior worker.
3. Chairing and facilitating trustee meetings.
4. Giving direction to the trustee's policy making.
5. Monitoring that decisions taken at meetings are implemented.
6. Representing the charity at functions, meetings and acting as a spokesperson as appropriate.
7. To ensure that another trustee, usually the vice-chair is able to act for the chair when they are not available.
8. Liaise with the senior worker to keep an overview of the charity's affairs and to provide support as appropriate.
9. Leading the process of appraising the performance of the senior workers.
10. Sitting on appointment and disciplinary panels.
11. Liaising with the senior workers to develop the board of trustees.
12. Bringing impartiality and objectivity to decision making.
13. Facilitating change and addressing conflict within the board of trustees and within the charity, liaising with the senior workers to achieve this.

Vice-chair

The vice-chair stands in for the chair and helps with decisions between meetings. Sometimes the chair deals with the charity and policy side of chairing, and the vice-chair with the meetings side.

The chair should ensure the vice-chair knows enough about current issues within the charity to be able to stand in at short notice. On some boards the vice-chair has responsibility for specific issues, for example recruiting volunteers.

PERSON SPECIFICATION - CHAIR

The skills, experience and qualities expected from a chair.

All trustees should be able to demonstrate basic qualities of commitment and integrity; the chair would benefit from having additional skills including leadership and communication skills and previous committee experience

1. Leadership skills.
2. Experience of committee work.
3. Tact and diplomacy.
4. Good communication and interpersonal skills.
5. Impartiality, fairness and the ability to respect confidences.
6. A willingness to be available to all staff for advice and enquiries on an ad hoc basis.

In most circumstances it would also be desirable for the chair/vice-chair to have knowledge of the type of work undertaken by the charity and a wider involvement with the voluntary sector and other networks.

PERSON SPECIFICATION - TRUSTEE

Person specification - the skills, experience and qualities that are expected from trustees. All trustees should be able to demonstrate basic qualities of commitment and integrity which are needed to be a trustee.

1. A commitment to the charity
2. Willingness to devote the necessary time and effort
3. Strategic vision
4. Good, independent judgement
5. An ability to think creatively
6. A willingness to speak your mind
7. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
8. An ability to work effectively as a member of a team
9. Selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
10. A willingness to be available to all staff for advice and enquiries on an ad hoc basis.

EQUALITY, DIVERSITY & INCLUSION

We want every member of Renaissance UK Ltd to feel that they belong, can be themselves and that their opinion counts.

We can only reach our goals with multi-skilled, multi-experienced teams. Different perspectives and ways of life make our Charity better.

What unites us all is a passion for the Charity to succeed, grow and reach its full potential, having a positive impact on our communities.

We are committed to the equal treatment of all members of Renaissance UK Ltd and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Renaissance UK Ltd.



OUR VALUES & BEHAVIOURS

The following were decided upon by staff at a Culture Team Day event:

I will respect my colleagues and service users privacy and will adhere to confidentiality at all times.

I will not make assumptions about others.

I will use self reflection practice as a learning tool.

I will remember that everyone is unique and an individual and therefore will respect each persons set of boundaries.

I will use appropriate and respectful language.

I will challenge inappropriate behavior in the correct and agreed way.

I will respect other peoples values, even if they are different to my own.

I will treat my colleagues with respect and kindness.

I will encourage my colleagues to work within the ethos of the charity.

I will trust that managers are making informed decisions that benefit both the workforce and the charity.

I will ensure that I know my audience when speaking to people, so as not to make others feel uncomfortable.

I will ensure that I behave professionally both within the office environment and when representing the charity externally.

I will drive integrity by being honest & transparent in every interaction.

I will encourage respect and tolerance for all, understanding that everyone has an important part to play in the successful running of the Charity.

I will encourage everyone to work collaboratively as a team, support one another and strive to reach the best results for each project and person that accesses our support.

TRUSTEE APPLICATION FORM

Volunteers for the Council of Management are asked to complete an application form and undertake any comparable administration found in the Volunteers and Staff Handbook.

In order for a board of trustees to make the best use of new members it needs to know about your skills and experience. A specific form has been designed for Council of Management members, which is intended to help you and the other board members decide what role you would best be able to carry out.

PERSONAL DETAILS

Surname:	
First Names:	
Address:	
Mobile or telephone number:	
Email:	
Date of Birth:	
Present/Previous Occupation	

REFEREES

Please supply the names and addresses of two people who would be willing to give you a reference regarding your suitability as a volunteer for the Council of Management.

Name:	Name:
Address:	Address:
Tel No:	Tel No:

TRUSTEE APPLICATION FORM

CRIMINAL OFFENCES, OR ANY LEGAL PROCEEDINGS PENDING? PLEASE ONLY COMPLETE THIS FORM IF INVITED TO INTERVIEW

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1997 (Exemptions Order) 1975. Applicants are, therefore, not entitled to withhold information about any police record which for other purposes are 'spent' under the provisions of the Act, and in the event of being accepted as a member of staff, any failure to disclose such a record could result in dismissal or disciplinary action by Renaissance UK. Any information given will be completely confidential and will be considered only in relation to an application for a position to which the Order applies. You will be required to undertake a DBS (Disclosure and Barring Service) Disclosure upon offer of employment.

If you answer 'yes' below. The fact that conviction/caution(s) have been reported against you will not necessarily debar you for consideration for this appointment.

Have you ever been convicted of a criminal offence, or do you have any legal proceedings pending?

Yes/No _____

If Yes, please give details:

Police Record Check

As a volunteer for the Council of Management you will be representing the agency in the community, have contact with vulnerable people as well as governing funds and business decision making. As a consequence of this, for your own and agency's protection you will need to be subjected to a DBS. Renaissance-UK Ltd will treat this information with the utmost sensitivity and any offences revealed will be considered only with relevance to the position .

Please indicate whether you would have any objection to this.

Yes/No _____

TRUSTEE APPLICATION FORM

Previous Paid or Voluntary Work

Please give details of any paid or voluntary work experience. This space can also be used to discuss any other relevant experience that you feel you may have. It would also be useful if you could indicate any specific hobbies, interests and / or skills that you think could benefit the Charity

Please indicate your main area of interest in the board of trustees.

1. Work/ interest in substance misuse / sexual health

2. Work / voluntary management in other field (please state)

3. Other (please state)

Skills and experience (Please detail as appropriate)

Substance Use/ Sexual Health or related areas

Finance and or Funding

Law

TRUSTEE APPLICATION FORM

Business

Personnel/Human Resources

Training

Management/ Leadership

Advertising and publicity

Strategy

Other (please state)

TRUSTEE APPLICATION FORM

Why do you want to be a volunteer on the Council of Management?

Please use this space to tell us why you want to volunteer with the agency? Please advise if there is a particular position you are interested in

Training

Please indicate whether you wish to undertake induction (e.g. sexual health and/ or substance misuse focused to support issue and service understanding)

Yes/No_____ Daytime/Evening_____

Additional training on specific areas with accreditation is also available . Would you be willing to attend? (Ample notice will be given and options can be discussed with the managers)

Yes/No_____

TRUSTEE APPLICATION FORM

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information you give us will also be used in a confidential manner to help us monitor our recruitment processes.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above)

Declaration:

I declare to the best of my knowledge and belief that all particulars I have given on this application form are complete and true. I understand that any false declaration, misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal.

I understand that any job offer is subject to references, DBS check, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and (if the charity believes it appropriate) a medical report, all of which must be deemed by the company as satisfactory

Signed:

Date:

Please return the completed form, by email or post, to the hiring manager stated on the Job Advert

TRUSTEE APPLICATION FORM

EQUAL OPPORTUNITIES MONITORING FORM

Unique Identification Number:
(Please leave blank)

This section of the application form will be detached and used solely for monitoring purposes.

Renaissance UK recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, sex, gender reassignment, disability, age, sexual orientation, religion or belief, pregnancy or marital status. We therefore welcome applications from all sections of the community.

Please indicate which choices describe you most closely:

Ethnicity

White British
White Irish
Gypsy/Irish Traveller
Any other White background, please write in:

Mixed
White and Black Caribbean
White and Black African
White and Asian
Any other Mixed background, please write in:

Black or Black British
Caribbean
African
Any other Black background, please write in:

Asian or Asian British
Indian
Pakistani
Bangladeshi
Any other Asian background, please write in:

Chinese
Any other, please write in:

YOUR ANSWER _____

Gender
Male (including Trans male)
Female (including Trans Female)
Non-Binary
Gender Fluid
Agender
I do not feel that any of these describes me

Is your gender now, the same as you were assigned at birth?
Yes
No

YOUR ANSWER _____

TRUSTEE APPLICATION FORM

Do you consider yourself to have a disability within the meaning of the Disability Discrimination Act 1995: Yes/No

YOUR ANSWER _____

If yes, please state nature of disability:

DISABILITY DEFINITION

Individuals who were registered under the Disabled Persons (Employment) Act 1944 on both 12 January 1995 and 2 December 1996 are treated as being disabled under the Disability Discrimination Act 1995 (DDA).

The DDA states: 'a person has a disability...if he has a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities.'

The person must satisfy the four criteria in the above statement to fall under and, therefore, be protected under the DDA. This definition is subject to amendments made by the DDA 2005.

If you wish you may disclose information about yourself in this section about your:

Religion or Belief:

Sexual orientation:

HOW TO APPLY

Your application is important, as the information you provide will be used in deciding whether or not you will be shortlisted for interview. When planning to submit an application, read through the recruitment pack, including the role description and person specification, as these will be used to decide whether to shortlist you for interview. The role description will describe what you can expect from the position and the person specification will give you the list of personal requirements for the post. **To be shortlisted for interview, you should provide information on how you meet the criteria in the role description and the person specification.**

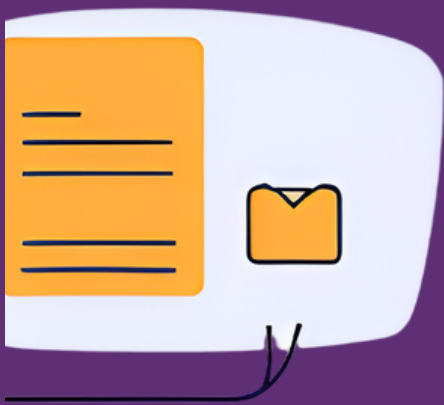
Visit our website www.Ren-UK.com to complete an online application form.

or

Send completed applications to Julia Hutchings, Renaissance UK Ltd, 102 Dickson Road, Blackpool, FY1 2NBU or jhutchings@ren-uk.com

If you do not hear from us within 4 weeks of the application closing date, please assume that you have not been shortlisted for interview on this occasion. Unfortunately we are unable to provide feedback to unsuccessful applicants at the shortlisting stage.

CONTACT US



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